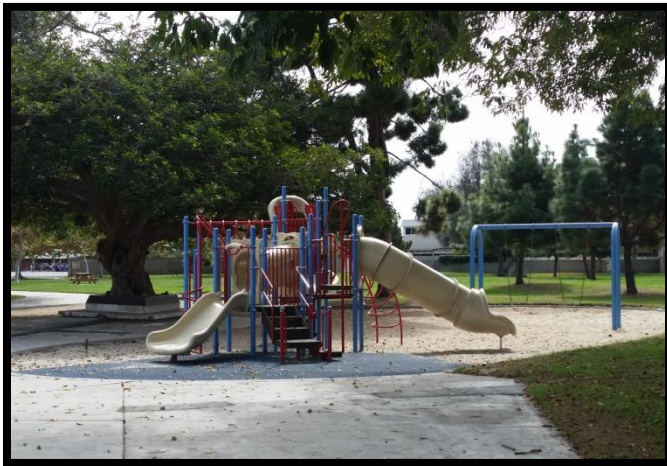




CITY OF HUNTINGTON BEACH COMMUNITY SERVICES DEPARTMENT

ADOPT-A-PARK PILOT PROGRAM



Community Services Department

2000 Main Street – 5th Floor

Huntington Beach, CA 92648-2702

Phone: (714) 536-5486

cgomez@surfcity-hb.org



WHAT IS ADOPT-A-PARK?

Adopt-A-Park is a City of Huntington Beach program that allows community volunteers to assist in the care and maintenance of City parks, playgrounds, and open space areas. Adopt-A-Park maximizes our community resources with a focus on protecting our park and recreation facilities.

Who can Adopt-A-Park?

- Individuals
- Local Businesses
- Schools
- Church groups
- Service Clubs
- Youth Groups
- Scouts

What facilities can be adopted?

City's parks, picnic areas, athletic fields, playgrounds and open space areas can be adopted. In this packet, you will find a list and descriptions of Huntington Beach Parks and Facilities eligible for adoption.

What can volunteers do?*

- Painting and Cleaning – benches, buildings, fences, etc.
- Planting and maintenance of landscape areas
- Clean-up of City picnic areas and playgrounds
- Donate funds for purchase of supplies and maintenance of the above areas

How do we get started?

- To adopt a City facility, please contact the Huntington Beach Community Services Department at (714) 536-5486 or email cgomez@surfcity-hb.org.
- City staff will work with the group or individual to locate appropriate volunteer assignments or donation opportunities.
- Each individual working on City property will be required to register as a City volunteer. Volunteer applications are available as an attachment to this packet.
- City staff will approve the planning and execution of every "Adopt-a-Park" project. Each project must meet the requirements set forth in the Park Master Plan and must be approved by both the Community Services and Public Works Departments.

Recognition of Volunteers and Donors:

Below are a few examples of recognition of volunteers and donors.

- Acknowledgement in the SANDS Recreation Guide
- Recognition at Community Services Commission meetings
- Perpetual Plaque located in the Community Services Department
- Mention of individual or volunteer groups at a City Council Meeting

Special Projects:

City staff will be happy to meet with individuals or groups interested in working on special projects. Examples include Eagle Scout projects, Community projects or "Day of Service" projects and other specialized efforts.

****Tasks requiring power tools or equipment will not be allowed without specific written permission of the City's Community Services Director.***

DRAFT



ADOPT-A-PARK PARKS USE REGULATIONS

The following are excerpts of the regulations governing use of the City of Huntington Beach Parks. The full text of these Use Regulations can be found in Chapter 9 of the City's Municipal Code.

9.20.030 Fires and barbecues

No person shall light a fire or barbecue within any park or recreation area except on city installed or provided barbecue grills. No person responsible for a barbecue shall leave the fire unattended. When the user has finished with the fire, it shall be completely extinguished.

9.20.040 Prohibited acts

- A. No person shall pick flowers, foliage or fruit, or in any way mutilate or injure any tree, shrub, plant, fern, grass turf, railing, seat, fence, structure or any other thing.
- B. No person shall climb any tree, stone, fence, wall, or building in any recreation area.
- C. No person shall place rubbish in any park except in a receptacle designed for that purpose.
- D. No person shall transport, dump, disturb or remove any rock, rubble, dirt, sand, fill or other similar material into or in any park or recreation area.
- E. No person shall remove, damage or destroy any object of interest or value in any park.

9.20.045 General noise regulation

It shall be unlawful for any person to willfully make any loud noise which disturbs the peace or quiet of any park, open space or recreation area or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area, or using the park facilities.

9.20.050 Concessions

No person shall engage in the business of soliciting, selling or peddling of any liquids or edibles for human consumption, distribute circulars, or hawk, peddle or vend any goods, wares or merchandise of any kind in any recreation area, except by specific permit.

9.20.060 Cameras

Still and motion picture cameras may be freely used for general purposes in any recreation area. Filming of motion pictures requiring the use of artificial or special settings or special equipment, or involving the performance of a professional cast, first requires a permit.

9.20.070 Hours

The City parks shall be closed every evening from 10:00 pm to 5:00 am.

9.20.080 No drinking alcoholic beverages in designated locations

Unless authorized by permit from the Community Services Department or where the consumption of alcohol is specifically authorized by the City, no person shall drink any alcoholic beverage in any City park or recreation area.



ADOPT-A-PARK SAFETY GUIDELINES

All volunteers work in City Parks must completed safely! Please be aware of the following:

- Follow all of the City of Huntington Beach Park Use Rules and Regulations
- Lift all objects with your legs; not with your back
- Wear light or bright colored clothing, hard-soled shoes and if possible sturdy work gloves
- Use sun block or wear a hat
- Tie bags after disposing of in containers
- Work only during park hours and always with at least two people
- Make sure all volunteers are following safety precautions
- Take breaks, drink liquids, and dress appropriately for the weather and be careful to not overexert yourself
- Do not bring small children or pets on projects
- Never pick up material that you suspect might be hazardous:
 - Immediately contact the Police Department if you find drug paraphernalia
 - Immediately contact the Fire Department if you find bio-waste such as blood
- Only pick up litter close to the edge of driveways, pathways or roadways if oncoming traffic is clearly visible. Remember to stay on the right-of-way facing traffic
- Adopt-A-Park workdays will be established during the year with all volunteers working under the direction of City staff for project permits and approvals
- City staff will work with volunteers to assure that all necessary approvals and equipment are acquired prior to the start of the scheduled workday

Individual Volunteers:

- Individuals interested in volunteering for the Adopt-A-Park program need to register with the Community Services Department at (714) 536-5486 or email cgomez@surfcity-hb.org.

Non-Profit Groups and Organizations:

- Non-profit organizations interested in adopting a park, picnic area, athletic field, or other City facility need to contact the Community Services Department at (714) 536-5486 or email cgomez@surfcity-hb.org
- After receiving project approval and applicable training on specific tasks from City staff, organizations with trained supervision and who meet City of Huntington Beach Insurance requirements will be allowed to work independently on approved projects

ADOPT-A-PARK AGREEMENT



Name (_____) Organization: _____ Date: _____

Name (_____) Contact: _____ Day Phone #: _____

Address: _____ Other Phone #: _____

E-mail: _____ Fax #: _____

Adopt-A-Park Location Requested: _____

Type of Adoption:

- | | | |
|---|---|--|
| <input type="checkbox"/> Litter Removal | <input type="checkbox"/> Vegetation Control | <input type="checkbox"/> Flower or Tree Planting |
| <input type="checkbox"/> Graffiti Removal | <input type="checkbox"/> Painting or Cleaning | <input type="checkbox"/> Other _____ |

Scope of Project: _____

Proposed Work Schedule: _____

TERM AND CONDITIONS

TERM: Subject to the City of Huntington Beach's right to terminate, this agreement shall be in full effect for one year beginning _____.

CONDITIONS:

- A) The above named individual(s) or organization shall develop and follow a regular schedule of maintenance of the Adopt-A-Park Location as agreed upon by the City of Huntington Beach's Community Services Department and report any hazards to the City staff.
- B) The contact person shall report all hours volunteered to the Adopt-A-Park
- C) Each individual volunteer working in a City Park must sign the City of Huntington Beach's Adopt-A-Park Volunteer Application.
- D) The above named individual(s) or organization is allowed access to the City property location shown above for the purpose of carrying out the terms of this agreement.
- E) The City of Huntington Beach reserves the right to terminate this agreement at any time.
- F) The City of Huntington Beach reserves the right to refuse or deny projects that may not meet the needs of the Community Services Department.

I have read the above information and hereby agree to accept the above Term and Conditions

Adopt-A-Park Participant Signature

Director of Community Services

Adopt-A-Park Participant – Printed Name

Date



ADOPT-A-PARK VOLUNTEER APPLICATION

General Safety Information

Before applying for volunteer service, please read the following general safety information carefully. Once you have read and understand the information contained therein, please sign and return the attached Release and Waiver to the Community Services Department.

Please Return to:

Community Services Department
Attn: Charlene Gomez
2000 Main Street – 5th Floor
Huntington Beach, CA 92648-2702

Safety – In order to participate in clean-up activities, we may be using equipment, such as litter-grabbers, plastic bags, latex gloves and other equipment. Mishandling or misusing these items could cause you injury, and it is possible that you may have an allergy to latex that could cause a severe reaction. You may also be working in streets where cars are moving, cleaning gutters, stepping on and off curbs, etc. You will be given common-sense instructions before heading out, but ultimately responsibility for safety is yours.

Personal Injury – If you are injured while volunteering for the City, Workers Compensation will cover you as authorized by California Labor Code Sec. 3363.5 and Huntington Beach Municipal Code Sec. 5.16.140. Workers Compensation is 'no fault'. This means you will receive benefits no matter who was at fault for the accident. These benefits include medical care, temporary disability benefits, and permanent disability benefits, if necessary. The City pays for this coverage; there is no cost to you as a volunteer, however, because you are covered by Workers Compensation, should you be injured, State law does not allow you to sue the City for your injury. You also agree to release the City of Huntington Beach and all its employees and officers, and you waive all claims against them for personal injury (including death) incurred as a result of the negligence of any employee, agent or servant of the City of Huntington Beach during your involvement with the Adopt-A-Park program.

Personal Property Damage – The environment in which we will work may damage your personal property, especially your clothing. If your property is damaged, you agree to hold the City harmless. This means you will not file any claims against the City for any personal property damage related to your volunteer work for Adopt-A-Park, even if the damage is caused by the negligence of a City employee. We strongly urge you to use common sense and care.

Injury to Third Persons and Their Property – In addition to your own safety and that of other volunteers, we want you to take every step possible to protect the safety of other residents and visitors to our City. You must take every reasonable precaution to prevent injury to others and to prevent damage to their property. If such injury or damage does occur, you agree to indemnify the City. This means that, if the injured party sues the City, you will reimburse the City for any money paid out to the injured party.

The VOLUNTEER APPLICATION and GENERAL RELEASE AND WAIVER must be signed prior to beginning any volunteer work on City property. Any volunteer under the age of 18 must have the signed release on file with the City of Huntington Beach to participate. Individuals under the age of 18 years old must be supervised by a parent, guardian or responsible adult.



ADOPT-A-PARK VOLUNTEER APPLICATION

General Release and Waiver

I have read the information sheet and the above background to the Volunteer's Release and Waiver and each paragraph contained therein. I understand all the provisions in the Release and Waiver. I understand that I am eligible for Worker's Compensation benefits, but I will not under any circumstances receive any other type of compensation.

I further understand that accidents and injuries can arise out of the event. Knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned below who, through negligence or carelessness, might otherwise be liable to me or my heirs or assigns for damages.

I hereby release the City of Huntington Beach and all its employees and officers and waive all claims against them for personal injury (including death) and/or property damage, including such injury and/or damage incurred as a result of the negligence of any employee, agent, servant, or volunteer of the City of Huntington Beach. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I also hereby agree to indemnify the City of Huntington Beach against any claims made by third parties against the City due to my intentional or negligent acts.

Signature of Volunteer

Date

Address

Daytime Phone Number

Print Name

Email Address

Signature of Parent or Guardian
(If volunteer is less than 18 years old)

Date



ADOPT-A-PARK

Huntington Beach Park & Facility Descriptions

Huntington Central Park – Address Here:

Central Park is a 343.24 Acre park located off of Goldenwest between Slater and Ellis.

Central Park contains areas for active and passive use. Within this park are the Central Library, Senior Center, and the Sports Complex. Other amenities are the Shipley Nature Center, the Secret Garden, picnicking areas, playgrounds, fishing, Disc golf, horseshoes, viewpoint areas, lakes, equestrian and hiking trails, a dog park, amphitheater, exercise course, six restrooms, and four restaurants.

Bartlett Park – Address Here:

Bartlett Park is a 27.73 acre park located off of Beach Boulevard and Newland Avenue, between Adams and Yorktown

Bartlett Park is a rustic, natural park and is located behind the Newland House Museum and Newland Barn in Huntington Beach. The park designed for passive use, and contains a network of walking/hiking trails throughout the area.

Irby Park – Address Here:

Irby Park is a Dave and Nashya, can you fill this in with acreage, boundary streets, and narrative.



ADOPT-A-PARK GENERAL INFORMATION

What are the benefits of an Adopt-A-Park program?

The City of Huntington Beach Adopt-A-Park program allows for maintenance and beautification of a city parks through litter and debris removal as well as special projects. The benefits to both the city and the groups involved are a more attractive environment and the program helps extend the benefits of tax dollars. It also allows citizens, and particularly park users, to show pride in their community. Local service organizations, youth organizations, church groups, and neighborhoods can have fun while providing a needed community service.

Who administers the Adopt-A-Park Program?

The City of Huntington Beach Community Services Department administers the Adopt-A-Park program. All projects must be included in the master plan for parks, and will be subject to approval by the Department. In some cases, approval by the Park and Recreation Commission or City Council may be necessary.

What if the park or facility I want to adopt is already adopted?

Parks and Facilities are offered on a first come, first served basis. If the site you want is already adopted, you can be placed on the site waiting list. When the existing adopted gives up the site, it is offered to the first group or individual on the waiting list.

How much does it cost to Adopt-A-Park?

There is no fee/charge to adopt a park. Some adoptions may be custodial in nature, and the only investment will be the volunteer time. Monetary investment for other, larger projects vary, depending on the size of the area adopted and the project scope of work. Supplies for adoptions must be purchased by the adopter; however, some equipment may be available for loan by the city.

Who provides Adopt-A-Park quality assurance?

All work performed by the adopting group must be master-planned and will be subject to Community Services Department staff approval and inspection. Staff from Community Services will work with individuals and groups to assure work is done to the City standards and is signed-off prior to project completion.

How long does the adoption period last?

Length of the adoption is at the discretion of the City and the adopting individual or group. There is no penalty for the adopter to cancel adoption. Once the adoption is cancelled the location will be made available to others interested in adoption. The City can cancel the agreement at any time.